



**Waterford Police Department**  
5150 Civic Center Drive  
Waterford, MI 48329  
[www.waterfordmi.gov/police](http://www.waterfordmi.gov/police)  
248-674-0351

January 8, 2024

Mr. Gary Wall, Supervisor  
Honorable Board of Trustees  
Mr. Derek Diederich, Budget Director  
Ms. Barb Miller, Assistant Budget Director  
5200 Civic Center Drive  
Waterford, Michigan 48329

Dear Mr. Wall, Mr. Diederich, Ms. Miller, and Honorable Board Members:

In October of 2023 we were informed that one of our full-time clerk specialists would be resigning to return home and work in his families business which is located out of State. That resignation did ultimately occur and now leaves us with two (2) full-time clerk specialists and two part-time clerks in our records department.

Re-organization and hiring in our records department over the past year has allowed us to catch up on a backlog of work and cross-train our personnel. We believe our current staffing will be sufficient to handle the workload going forward.

As you will recall, there was a request in the preliminary 2024 police budget to transition two part-time corrections officers to full-time employment, that request was denied based on funding. As a result of the above described resignation, we now make the following proposal.

Eliminate one full-time clerk specialist position from the 2024 Budget, total cost \$66,406.00, and use those dedicated funds to transition our two (2) part-time corrections officers to full-time employment as outlined below.

**Corrections Officers:**

We currently employ two (2) part-time corrections officers. Each alternates between three and four days per week, working alone each day from 8:00am to 4:00pm, except Thursdays when the workload is heavier due to an increased number of prisoners making court appearances.

***“to protect and to serve”***

While our corrections officers are not sworn police officers, they are extremely valuable to the efficiency of our entire organization. They are tasked with handling prisoners that arrive at our lock-up each day from the Oakland County Jail to attend court appearances at the 51<sup>st</sup> District Court. They also handle booking and arraignment of all prisoners arrested during their shift, allowing the arresting officer(s) to be back on the street and available for emergency response much quicker than they would have otherwise.

If not for our corrections officers, we would have to staff the lock-up with a sworn police officer each day, and two on Thursdays, which would mean less police officers on the street to respond to calls for service. It is imperative that we have all of our sworn personnel available for emergency response, not inside staffing our lock-up. With two full-time corrections officers, we would be able to staff our lock-up an additional 1,246 hours each year. That means we could have a corrections officer available for booking arrests and handling prisoners during the afternoon shift, allowing those officers to be back on the street and available for emergency response much quicker as well.

Both of our corrections officers have held there position for over ten years. They have been dedicated and committed employees, working flexible schedules, arriving early and staying late when necessary. Both have secondary jobs to help support their families, but have remained committed to their part-time employment with the Township. It would it be extremely difficult to replace either of our corrections officers. Once again, our ability to deliver services would be significantly impacted by having to assign sworn police officers to staff the lockup, making them unavailable for emergency response. Additionally, if we could find people to fill those positions, it would take years to replace their experience and institutional knowledge.

It costs our department approximately \$64,000 per year to employ both corrections officers on a part-time basis. We can employ both full-time, at a net increase of \$69,228. We propose transitioning both corrections officers to full-time employment at the following cost:

Total Wages:	(2) at \$48,152 each	\$96,304.00
Total Benefits:	(2) at \$18,462 each	\$36,924.00
Total Cost:		\$133,228.00

Our current cost of \$64,000 per year, plus \$66,406 from the vacated Clerk Specialist position, equals \$130,406, which covers all the costs stated above with the exception of \$2,822. We believe our current salaries line item can absorb that additional \$2,822, meaning this entire proposal will cause no additional funds to be added to the 2024 Police budget.

We respectfully request this honorable body approve this request, based on the information set forth above. As always, if you have any questions or need further information, please do not hesitate to contact me.

Sincerely,



Scott Underwood  
Chief of Police